Minutes of August 11, 2016 PEGAOB meeting
Approved at October 13, 2016 PEGAOB Meeting

Present: Mark Barth, Mario Chiarello, Marc Gronich, Ron Lesko, Elizabeth Richards, Cathy Taylor Ocasio Willson.

Also Dorcey Applyrs, Trey Kingston
Keith Irish videotapes

Meeting called to order at 6:00 PM.

The Purpose of the Oversight Board is to:
- *Assist in the development of public education and government access television in the City including by promoting the use of the public studio to citizens and groups throughout the City;*
- *Oversee the cable television public access facility/studio and assist the Public Access Coordinator, whom shall be responsible for the day to day operation of the public access facility/studio;*
- *Review memorandums of understanding between the city and relevant entities to assure implementation of PEG access;*
- *Make recommendations on the success of the programs in Phase I of PEG funding and based upon said findings make recommendations for expenditures of Phase II funding.*

Meeting agenda emailed in advance and distributed at meeting. Vote to approve is unanimous.

Public comment
Alex Stokes produces News World Albany Banana Corps, 21 episodes; reports equipment in studio needs to be upgraded, the computers are slow.

Chairperson's report
- Log sheets were developed / improved to be submitted by coordinator; a time sheet has been requested.
- Program slides have been revised to include show time and date. Program slides will be redone in MS Word to enable easy changes and maintenance by others.
  - Editing categories and names with specific show information, will be done by a volunteer.
- Video on demand V.O.D. requires identifying which content we want loaded and a schedule to start executing. Assistance came from Keith Irish, TelVue, The New School, and Coordinator for nearly two weeks.
- Colonie uses NZ Cloud Program. PEGAOB will determine how to access this secure location we need to consider and complete broadcast of this content.
- Program broadcast schedule: committee will set framework and adjustment schedule. To rework the schedule, e.g., add 5 to 6 hours per day to fill "dead time." Are other board members willing to participate? No need to attend meetings.
- SAAC.tv broadcast all on line; there is high community involvement. SAAC.tv. Studio grand opening at Rotterdam Mall.
- We need slides between programs and during programs regarding upcoming shows in schedule for the day time of the week.
- Supply a speaker phone and answering machine; shelves.
- Explore options for library regarding Time Warner upload speed.

- Common Council transmission failure happens frequently and is associated with size of the file due to its length: one and a half to 2+ hours.
- Uploading DVD – sneaker-net, and delivering to new school
- Soliciting new programs that focus on Albany e.g. "Art on Lark." Include on-air slides.
- Reach out by having tables set up at events. Ask Mayor's office to volunteer staff along with current program producers.
- Dead air time: consider filling with existing programs.

Pending

- Promotional slides: e.g., "contact us; provide feedback; let us know what you are watching" etc.
- Schedule producers who come in to record.
- Miscellanea: password for Wi-Fi; add printer to main PCs; document technical procedure-video; potential website; develop PEG brochure; Board member solicitation; Technical volunteer solicitation.

Vice-Chairperson's report: Improving Quality of Channels
- Concern about sound on camera and how to get better audio; may be a matter of a patch cord or a remote microphone. E.g. rezone Albany public library mounts.
- Regarding program slides.
    o Program slides - look at different products, e.g.
    o Bencher (?), PowerPoint, Word, Photo Shop.
    o Ocasio suggests "Publisher" in our MS office suite.
    o Marc mentions "Literary Legends" (Holly McKenna).

- We have 33 programs. For 2017 we need a less hectic approach for scheduling.
- For $240 we purchased six URLs [Mark Dorry, and Ann DeLilo?]

- Mario and Marc met with 3 Time Warner executives who came to the studio to discuss various challenges:
    o Four Government meeting entries add up to 26 hours (15% of Gov't Channel capacity).
    o We need to free up more time on the Government channel.

Review of Studio and Coordinator activities.
- Video on demand for the Jewish View, Capital Connection, takes 20 minutes for a 30 minute show due to a lot of waiting.
    o The upload speed is slow using
    o Sneakernet is better.
- Dropped-off DVDs may take an hour
- Slides had to be redone 3 times.
- Jake uses "Blender" which is faster [and feedback "re-do"?] Photoshop takes longer.

Old Business

Review and finalization of June 2011-December 2015 PEGAOB Report to the Common Council

With few edits the Board approves the document. PEGAOB funding recommendations to Common Council and Mayor will not specify amounts.

New Business

What are our priorities?
- Cathy: work on programming. Look to Facebook to get feedback.
- Ron: additional funding streams
- Ocasio: how to portray the Albany School District through public access TV.
    o Ron: capture the music and sports events involving students; give students opportunity to create district programs.

- Liz: A robust internship program; clarify CSR's training program. Can the studio director create a student training program

- Ocasio: Bylaws. E.g., have a committee develop meeting agenda; create action planning and reporting templates
    o we struggle with our resources and bylaws add work
    o look at other PEG bylaws to see if they contribute to our needs

- Mario: worries adding by-laws further drains our resources.

- Liz replies: take a tiered approach to the other priorities. Be careful not to overstretch our abilities
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- Mark: the Report to the Common Council describes the input and all the work of the PEG board members but it doesn't capture what impact it has. How do we respond to citizens who pay Time Warner monthly franchise fees and capital fees that they are getting their money's work?
    o p. 9 mentions a content airing requirement and numbers hours a week of PEG programming but no data is cited.
    o P. 14 mentions the DVD drop off which can become data to measure our productivity.
    o Other examples include library training of volunteers; and open hours for community members to use the studio.
    o In 2013 – 14 CSR students produced a series of music programs, etc.

No further business
Meeting adjourns 8:00 PM [?]